

**TIMBERLINE COVE
BOARD OF DIRECTORS MEETING
DECEMBER 5, 2012**

MINUTES

1. **Call to Order.** The meeting was called to order at 3:08 p.m.
2. **Attendance and Quorum.**
 - A. Board members in via conference call were Jessica Bergan, Duane Abbot, Ed Chang, and Sky Yost. A quorum was established.
 - B. Also in attendance was Dwight George (unit 207)
 - C. Representing Mountain Managers was Phil Wells (via conference call).
3. **Approval of 9/12/12 Board Meeting Minutes.** A motion was made, seconded, and passed to approve the minutes as written.
4. **Owner Forum.** No comments at this time. Dwight was unable to attend the HOA meeting and was hoping to meet a few people at this meeting. Unfortunately, circumstances prevented any of the Board members from attending in person. It was explained that this is an unusual occurrence.
5. **Repair and Maintenance Report.** Phil read through the report covering the period of 09/12 through 10/12. Completed items included repairing the sprinkler system leak and repair of drywall in units 306/206, and repairing the concrete exterior deck at unit 305.
6. **Financials.**
 - A. October/year-to-date financials were reviewed. Dues income was under the budgeted amount by \$1,125. On the expense side, most items were under budget. Repair and Maintenance was over budget due to the two repairs noted in the Repair and Maintenance Report. Hot tub expenses were over budget by \$2,853 year-to-date. Overall, the HOA was \$5,870 under budget on expenses through October.

The balance in the checking account was \$16,188.24 and the money market account balance was \$90,248.52.

Delinquencies were briefly reviewed. The settlement amount of \$5,000 is to be removed from the delinquencies. The agreement reached in 2011 allows for 24 months for payment. Ed stated that a check has been mailed. There are no serious delinquencies – most are for dryer vent cleaning and letters have been sent to these owners.
7. **Old Business.**
 - A. Landscaping. What Mountain Managers will do and what Celtic will do was discussed at the last Board meeting. The tentative plan is for Mountain Managers to take care of mowing, aerating, spot spraying for weeds, fertilizing in spring and fall, and starting up/shutting down the irrigation system. A rain sensor will be installed when the system is started up (location to be determined). Celtic will be responsible for blanket weed control, pruning, deep root feeding, mulch, and planting of perennials at the front of the building – the left side in the mulched area. As noted at the last Board meeting, Mountain Managers will be subcontracting some of the

start up/shut down of irrigation systems. Celtic will do 1/3, Neils Lunceford will do 1/3, and Mountain Managers will do 1/3. It is hoped that by splitting this up, all of Mountain Managers' properties will have irrigation systems up and running within one week. The landscaping duties will be finalized at the next meeting.

- B. Cleaning of the walks/tile was talked about. Two bids have been received from Exclusive Cleaning (\$1,276) and ServPro (\$1,426.34). It was suggested that the professional cleaning be done once and then follow up annually or semi annually with pressure washing and see how that works. Mountain Managers has a pressure washer but since this is not a part of the management agreement, it is billed separately. The cost will probably be in the \$200 range but this will be checked to see what has been charged in the past. Exclusive Cleaning was the low bid and includes all concrete and slate as well as the grout and the tile/grout in the elevator room. Approval of cleaning walks/tile to be an agenda item at the next Board meeting.
- C. Jessica asked about the new hot tub cover. She has not seen it and questioned whether or not it has been installed. Mountain Managers ordered the floating cover and verified that it has been installed. This will be double checked. (Subsequent to the meeting it was discovered that the floating cover was installed but the old hard cover was put over the top of the floating cover. It has since been removed.)

8. **New Business.**

- A. Replacing the gate locks at the hot tubs. This was looked into because one owner who has a patio close to the gate would like to be able to access the hot tub from the outside. Owner keys do not currently work on these gates – the locks are not set up to be programmed for the current keys. In order to access from the outside, a key pad (\$1,320), or a key fob system (\$1,685 plus \$6.82 per key) would be required. Installation is estimated between \$100 and \$200 per lock. This is a convenience factor for a few units and all felt it was too much money to spend. It was also pointed out that outside access would only be available during summer months unless owners planned to shovel their way to the hot tub gates. All owners have access to the hot area from the inside.
- B. Estimates for re-sloping and re-securing the gutters and downspouts were received from Turner Morris (not to exceed \$1,500) and Karbowski (\$1,980). Karbowski's bid includes clean out of gutters/downspouts and checking of heat tape. Karbowski is familiar with the complex and has done the gutter work in the past. Debris has built up in the gutters which impedes water flow. In addition, they don't have quite enough slope to ensure good water flow. Anything that impedes the water flow can contribute to the formation of ice. The Board felt that it was worth a few hundred dollars more to have someone working on the gutters that is familiar with the complex. It was also pointed out that adding gutter clean out and checking of heat tape might bring Turner Morris' bid close to Karbowski's. A motion was made, seconded, and passed to proceed with Karbowski's bid. Mountain Managers will get the work scheduled.
- C. The hot tub outside gate does not close easily and may need the hinges adjusted. Mountain Managers will check on this.

- D. Some people are not taking trash to the dumpster and large items as well as household trash are being left in the ski locker room and garage. Signs will be installed in both areas stating, "Please take all large items and household trash to the dumpster".
 - E. Ice in the parking lot seems to be worse this year. This may be due to the fact that there is no snow pack. Mountain Managers will take a look and see if ice melt can help. Even environmentally safe ice melt is hard on surfaces and should be used sparingly.
 - F. Whether or not to lock in gas rates with Tiger Gas was discussed. Phil has been in contact with Anthony at Tiger Gas and it's Anthony's opinion that it would be best to float for a while longer before locking in. A hard/cold winter does not seem to be materializing and it's possible that rates will come down. Locking in rates gives the HOA a firm number for budgeting purposes but on the other hand, if rates drop, the HOA could save some money. It was pointed out that there is some flexibility. Gas is not a big budget factor and if the HOA ends up paying an extra \$.50, it will not break the budget. A total of \$14,410 was spent on gas in 2011 and the HOA is on track to end 2012 at about the same amount (\$11,419 spent so far with a couple of months to go). After discussion, the Board decided not to lock in rates at this time. If the prices start to go up, Mountain Managers will lock in all of its properties that are with Tiger Gas. Mountain Managers will also verify that rates can be locked in at any time for a 12 month period.
9. **The Next Board Meeting** will be held on 2/6/13, 3:00 p.m. at Mountain Managers. Conference calling will be available if necessary.
10. **Adjournment.** There being no further business, a motion was made and seconded to adjourn the meeting at 4:30 p.m.

Respectfully submitted: Judy Freese, Recording Secretary (minutes prepared from a tape recording of the meeting)

APPROVED:

Approved via e-mail

1/2/13

Jessica Bergan, President

Date